

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> D16
	<b>ORIGINATOR</b> Professional Development	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> New Employee Orientation	<b>EFFECTIVE DATE</b> 2006.05.01	<b>REPLACES</b> NEW

**Preamble**

Algonquin College recognizes the importance of welcoming new employees to the organization in a manner that introduces and provides adequate information to contribute to a new employee's success and sense of belonging. Orientation is an opportunity for the College to present an overview of the organization in order to help provide focus and clarity to each new employee's role in ensuring student/client success. The New Employee Orientation provides general organizational information such as the College's Vision, Mission and Values and organizational structure and culture; creates an awareness of the College policy and benefits structure (highlighting specific key policies); reviews general occupational health and safety criteria, and introduces new employees to resource departments and tools to assist and support them.

**Policy**

As a condition of employment, all new administrative and support staff employees of the College are required to attend a New Employee Orientation session on the first day of employment. New faculty employees are required to attend the College's New Employee Orientation session at least one month before their first day of teaching. All employees are required to attend a department/school - specific orientation which is commensurate with the new employee's position, duties and expectations

**Procedures**

The Professional Development Department/Human Resources will:

- Ensure all new employees are processed in a timely fashion to allow them to attend the scheduled New Employee Orientation session;
- Schedule New Employee orientation on the first work day following the pay period for full-time administrative and support staff, as required. Part-time and Temporary administrative and support staff will attend the first available regularly scheduled orientation session. Managers shall ensure that such staff are scheduled to attend orientation sessions;

- Develop, maintain and coordinate the delivery of a new employee orientation program;
- Schedule new employee orientations three times a year (August, December and April) for faculty, as required. (These will be coordinated with new faculty orientation activities offered by Learning and Teaching Services);
- Invite all new employees to a New Employee Orientation session;
- Notify Senior Administration, Deans/Directors, Chairs/Managers of new employees required to attend each scheduled session;
- Report attendance of employees at new employee orientations to Deans/Directors, Chairs/Managers; and
- Maintain documentation related to attendance.

Senior Administration, Deans / Directors, Chairs / Managers will:

- Ensure all new full-time employees are hired in a timely fashion to allow them to attend the scheduled New Employee Orientation session;
- Ensure all new part-time and temporary employees attend the first regularly scheduled new employee orientation session after hire;
- Ensure employees are compensated for time spent at new employee orientation at their regular rate of pay and in accordance with any applicable provisions of collective agreements;
- Develop, maintain and coordinate the delivery of a department / school - specific orientation which is commensurate with the new employee's position, duties and expectations; and
- Provide a department / school - specific orientation to administrative and support staff on their first day of employment and to faculty at least one month before their first day of teaching.

All New Employees will:

- Attend the College's New Employee Orientation session and a department / school - specific orientation.

### **Related Directives**

- D4 - Hiring Policy: Temporary Support Staff - Wage and Salary
- D7 - Full Time Recruiting Process

(original signed by)  
Chris Warburton, Vice President  
Student Life and Human Resources